



JOB SPECIFICATION

Code 15630
Grade PM 130

REGIONAL LIBRARY BRANCH MANAGER

General Purpose

Under general supervision, manage the functions and operation of a large regional library branch with a broader range of services than a conventional library branch and oversee a cluster of library branches.

Typical Duties:

Develop goals, plans, programs, services and procedures for a regional branch library. Involves: Determine needs of assigned large branch library based on local patrons needs and recommendations. Coordinate scheduling for Regional and assigned library branches. Determine most appropriate collections for the location. Order new books and magazines based on location. Discard old, outdated or damaged materials. Prepare and coordinate exhibits, programs and classes for the public including literacy programs, children's storytime and computer training programs. Prepare synopsis of classes, materials and resources necessary for the classes or programs. Participate in committee work.

Provide reference services. Involves: Guide patrons to information using all forms of print, on-line and community resources. Provide outreach services with area schools to promote literacy and library programs. Develop and implement programs, services and special events to promote use of branch library resources and facilities. Speak with community groups and non-profit organizations to promote use of the library branch.

Oversee designated administrative activities. Involves: Plan annual budget for the regional branch library and assist with budget preparation for individual branches. Develop projections of resources and personnel necessary to meet established goals and objectives. Evaluate and determine priorities on equipment, furniture or supplies. Submit budget proposals for approval. Perform grant writing and administration as needed. Prepare reports and statistics for the branch. Maintain attendance, fees and payroll records, reports and participate in the overall administration of the Library System. Ensure all repairs of facility are completed in a timely manner to ensure a safe environment. Serve on various task forces and committees. Work with the Friends of the Library and other volunteers.

Supervise assigned staff. Involves: Schedule, assign and review of operational and procedural activities. Prioritize and coordinate regional and library branch activities. Instruct, guide and check work. Appraise employee performance and review evaluations by subordinates. Provide training and development for Library Branch Managers and assigned staff. Enforce personnel rules, regulations and work standards. Counsel, motivate and maintain harmony. Recommend transfer, discipline, merit pay or other employee status changes.



JOB SPECIFICATION

Code 15630
Grade PM 130

REGIONAL LIBRARY BRANCH MANAGER

Knowledge, Skills, and Abilities

- Application of considerable knowledge of managerial, budgetary, personnel management, standard fiscal administration policies, practices and controls related to the management of a large Library Branch.
- Application of considerable knowledge of reference sources, and collection development practices and methods.
- Application of considerable knowledge of public relations and customer service methods practices and procedures.
- Application of considerable knowledge of computer hardware, software and peripherals utilized in automated library systems.
- Application of some knowledge of long term planning, policy development and implementation.
- Interpretation of federal, state, and City laws, rules, regulations, related to public library branch administration, state and local labor and occupational safety and health rules and regulations.
- Establish and maintain effective working relationships with coworkers, officials, contractors, volunteers, community organizations and the general public.
- Clear, concise oral and written communication to prepare and present reports to Management and Director of Libraries, present information at outreach and public speaking engagements and prepare reports.

Other Job Characteristics

- Frequent bending, stooping, climbing ladders, and carrying reference materials, audio visual aids, materials and supplies weighing up to 50 pounds common to a public library environment.
- Frequent public presentations.
- Work weekend and extended hours.

Minimum Qualifications

Education and Experience: A Master's degree from an ALA accredited college or university in library science or information and library science, and four (4) years of professional experience as a librarian, including 2 years of supervisory experience.

Licenses and Certificates: None.